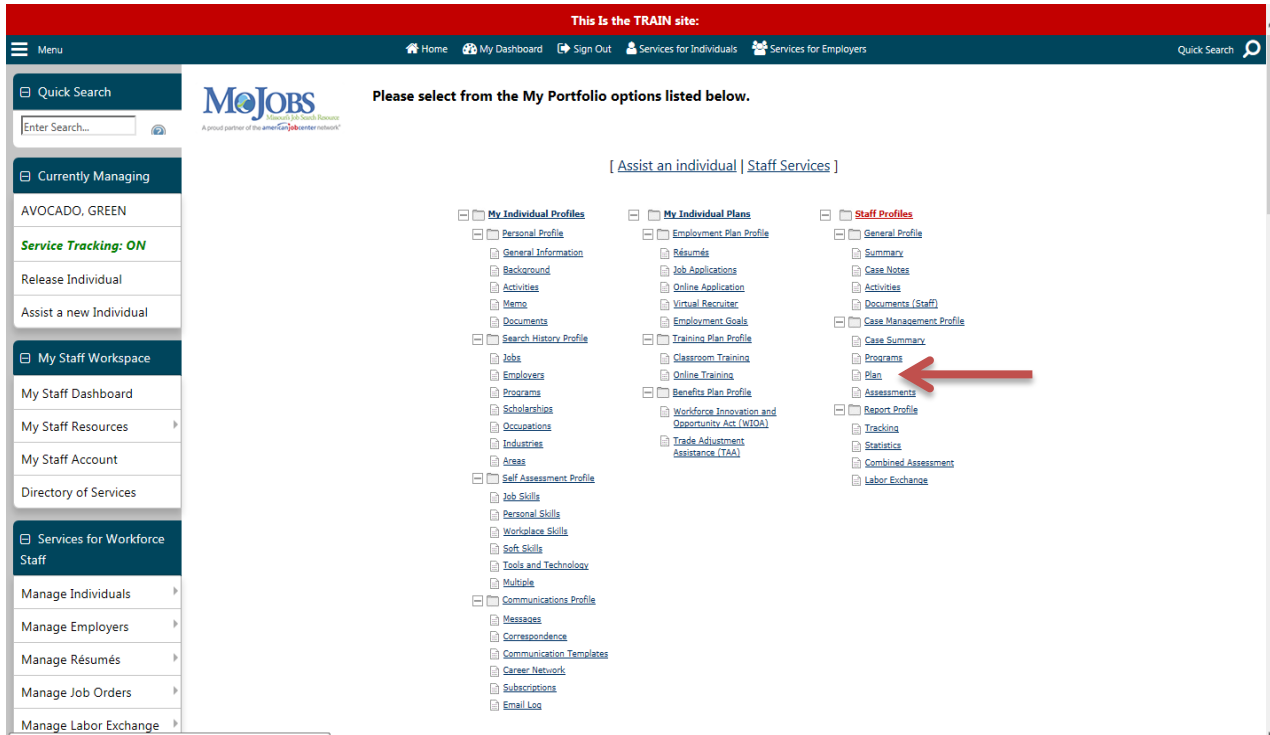


## Steps to Create an Objective Assessment Summary in MOJobs

1. Locate or create the client's profile (see SNAP App User Guide for instructions.)
2. Once profile is created or located, click on client's name in top left corner to open the three columns used to manage the client's case.



3. Make sure all “+” signs have been clicked so that all columns are open.
4. Under STAFF PROFILES, CASE MANAGEMENT PROFILE, click PLAN.
5. Scroll down to bottom of screen and click the blue CREATE OBJECTIVE ASSESSMENT SUMMARY button.

[Case Summary](#)
[Programs](#)
[Plan](#)
[Assessments](#)

**Objective Assessment Summary**

#	LWIA/Region	Office Location	Program	Staff	Date	Action
426	St. Louis City	FSD Community College Partner St. Louis County	SNAP Employment and Training	FSDTrainer6, FSDTrainer6	09/18/2018	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Print</a>

Create Objective Assessment Summary

**6. All options with a red asterisk \* have to be answered.**

The screenshot shows a sidebar on the left with three main sections: 'Currently Managing' (containing 'AVOCADO, GREEN', 'Service Tracking: ON', 'Release Individual', and 'Assist a new Individual'), 'My Staff Workspace' (containing 'My Staff Dashboard', 'My Staff Resources', 'My Staff Account', and 'Directory of Services'), and 'Services for Workforce Staff' (containing 'Manage Individuals', 'Manage Employers', and 'Manage Résumés'). The main content area is titled 'General Information' and contains the following form fields:

User Name:	AVOCADO
User ID:	5551
State ID:	1264
* Program:	None Selected
* Application ID:	None Selected
* LWIA:	None Selected
* Office:	None Selected
* Assessment Create Date:	10/22/2018 Today
Attach Active Plan:	<input type="radio"/> Yes <input checked="" type="radio"/> No
IEP ID #	
Age at Assessment	46

**7. Program: SNAP**

**8. Application ID: will populate automatically**

**9. LWIA: choose your office's state region**

**10. Office: your office**

**11. Assessment Create Date: always TODAY's (current) date**

**12. Verify Contact Information is correct. Edit if necessary.**

**Contact Information**

\* Name: Green [ ] Avocado

\* Address Line 1: 4914 Natural Bridge

Address Line 2: 100

\* City: Saint Louis

\* State: Missouri


\* Zip Code: 63115

\* Primary Phone Number: 314 - 777 - 9311

Alternate Phone Number: [ ] - [ ] - [ ]

Fax Number: [ ] - [ ] - [ ]

\* Email: avocadofruit@yahoo.com

[Edit Contact Info](#) 

**13. If/when you click the Edit Contact Info link, you can update the information on the current screen; spaces are no longer gray and become fillable.**

**Contact Information**

\* Name: Green [ ] Avocado

\* Address Line 1: 4914 Natural Bridge

Address Line 2: 100

\* City: Saint Louis

\* State: Missouri

\* Zip Code: 63115

\* Primary Phone Number: 314 - 777 - 9311

Alternate Phone Number: **Added** → 636 - 987 - 6543

Fax Number: [ ] - [ ] - [ ]

\* Email: avocadofruit@yahoo.com

Editing contact information will update the General Profile.

[Edit Contact Info](#)

- 14. Update Alternate Contact if necessary
- 15. STAFF information will be pre-filled
- 16. Case managers can add a NOTE if needed
- 17. Click NEXT

**Alternate Contact**

Alternate Contact [Click Here](#)

**Staff**

Staff User ID 4409 (FSDTrainer6,FSDTrainer6)

Date Completed 10/22/2018

Overall Note

[Spell Check](#)

[Cancel](#) [Next >>](#)

**NOTE:** in the training region, the system may prompt you to choose an office, again, after clicking NEXT. Please select any office on the list and then click NEXT again.

- 18. Answer “Are you seeking immediate employment?” Y or N
- 19. You must fill the box next to “What services are you seeking?” If no services at this time, enter NONE.

**Program Expectations**

\* Are you seeking immediate employment  Yes  No


\* What services are you seeking

[Spell Check](#)

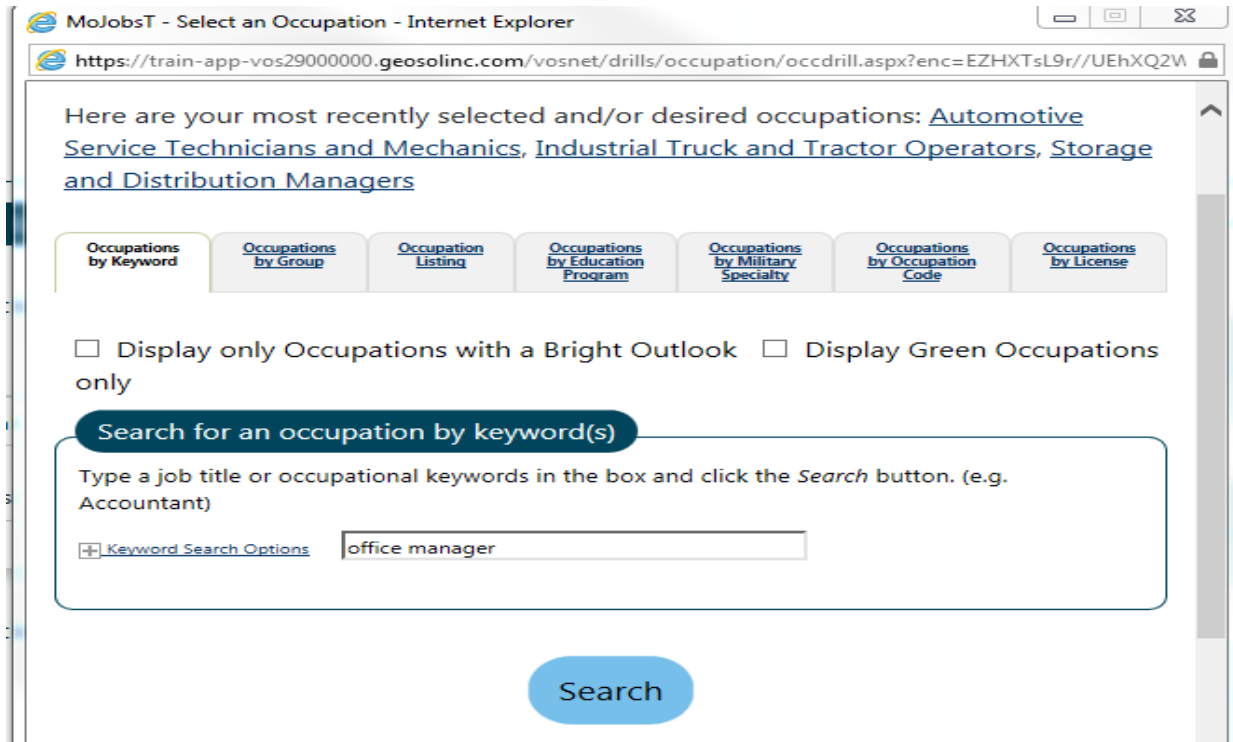
20. Select one or more occupations for the client. You must click the link(s) “Select Occupation” in order to choose the field where the client would like to work.

Employment Expectations

Occupation 1	<a href="#">Select Occupation</a>
	11-3071.02
	Storage and Distribution Managers
Occupation 2	<a href="#">Select Occupation</a>
Occupation 3	<a href="#">Select Occupation</a>



21. A pop-up box will open and you will type the keyword(s) for the job you’re looking for (i.e. forklift driver, office manager, etc.); click SEARCH



MoJobsT - Select an Occupation - Internet Explorer

https://train-app-vos29000000.geosolinc.com/vosnet/drills/occupation/occdrill.aspx?enc=EZHXTsL9r//UEhXQ2W

Here are your most recently selected and/or desired occupations: [Automotive Service Technicians and Mechanics](#), [Industrial Truck and Tractor Operators](#), [Storage and Distribution Managers](#)

[Occupations by Keyword](#) [Occupations by Group](#) [Occupation Listing](#) [Occupations by Education Program](#) [Occupations by Military Specialty](#) [Occupations by Occupation Code](#) [Occupations by License](#)

Display only Occupations with a Bright Outlook  Display Green Occupations only

**Search for an occupation by keyword(s)**

Type a job title or occupational keywords in the box and click the *Search* button. (e.g. Accountant)

[+ Keyword Search Options](#)

[Search](#)

22. The occupations matching those keywords will populate in the pop-up box. Choose the correct or closest job by clicking on the name.

MoJobsT - Select an Occupation - Internet Explorer

https://train-app-vos29000000.geosolinc.com/vosnet/drills/occupation/occdrill.aspx?enc=EZHXTsL9r/UEhXQ2W

found in the title, related job titles, or description of each occupation.

You may click on the matched indicator in the Related Job Titles and Occupation Description columns to view the corresponding matches. To select an occupation, click on its title.

Score	Occupation	Occupation Title	Related Job Titles	Occupation Description
100%	<a href="#">Administrative Services Managers</a>		✓	
100%	<a href="#">Managers, All Other</a> ✦		✓	
75%	<a href="#">First-Line Supervisors of Office and Administrative Support Workers</a> ✦		✓	
50%	<a href="#">Medical and Health Services Managers</a> ✦		✓	
50%	<a href="#">Property, Real Estate, and Community Association Managers</a>		✓	
25%	<a href="#">Bill and Account Collectors</a> ✦		✓	
25%	<a href="#">Billing, Cost, and Rate Clerks</a> ✦		✓	
25%	<a href="#">Bookkeeping, Accounting, and Auditing Clerks</a> ✦		✓	

**23. Employment Expectations will update with the job number and name.**

Employment Expectations

Occupation 1 [Select Occupation](#)

11-3071.02

Storage and Distribution Managers

Occupation 2 [Select Occupation](#)

Updated } 11301100

Administrative Services Managers

Occupation 3 [Select Occupation](#)

**24. Answer the remaining questions regarding the type of employment the client is seeking (full or p/t, desired shift, salary, commute, etc.)**

**25. Be sure to answer \*Desires Help in Career Planning, \*Seeking Training Services and \*Training Preferences (must type something in the box.)**

Employment Type

Full or Part Time

Shift Preferences  1st  2nd  3rd  
 Rotating  Split Shift  Any

Desired Salary

Benefits Needed  Health Insurance  Paid Vacation Time  
 Paid Sick Leave  Retirement/Pension

Longest Commute Distance (mi)

Job Search Assistance Requested  Help Getting Started in Job Search  Resume Assistance  
 Completing Job Applications  Interviewing Skills  
 Job Openings  Referrals to Employers

\* Desires Help in Career Planning  Yes  No

\* Seeking Training Services  Yes  No

\* Training Preferences

[Spell Check](#)

26. Complete the rest of the form and click NEXT
27. Update the Education History and Basic Skills/Education Factors
28. Click NEXT
29. Add any relevant degrees or update an existing one, if necessary
30. Click NEXT
31. Add or update any certificates; click NEXT
32. Complete Occupational Transferable Skills, if needed
33. Add/update Employment History, if needed
34. Click NEXT
35. Complete Work Readiness and Workplace Behavior sections. *Check all that apply.*

[General] [Expectation] [Education] [Degree] [Certificate] [Employment] [Work Readiness] [Barriers] [Tests] [Referrals]

**Work Readiness**

Number of Children under 18

Dependent Care

Child Care  
 Special Needs Child  
 Adult Care  
 Not at This Time

Dependent Care Comments

[Spell Check](#)

***\*Be sure to enter the number of children (if applicable), if dependent care is needed and add a comment***

**36. Click NEXT**

**37. Complete Health & Behavioral Observations, Living Environment, Economic Factors, Vocational/Occupational Factors, Other Assistance Received, Barriers to Employment and Access Assessment. *Check all that apply.***

**Health & Behavioral Observations**

Health	<input checked="" type="checkbox"/>	<input type="checkbox"/> Lacks Medical Insurance Coverage <input type="checkbox"/> Disclosed Disability <input type="checkbox"/> Needs Glasses <input type="checkbox"/> Needs Dental Work <input type="checkbox"/> Speech Impairment <input type="checkbox"/> Cannot Afford Medication <input type="checkbox"/> Reasonable Accommodation Required <input type="checkbox"/> Limitations in Ability to Work Certain Jobs <input type="checkbox"/> Health has been cause for Absences from Job <input type="checkbox"/> Pending Surgery or Medical Leave <input checked="" type="checkbox"/> Not at this time
Behavior	<input checked="" type="checkbox"/>	<input type="checkbox"/> Demonstrates Low Self-Esteem <input type="checkbox"/> Demonstrates Behavioral Problems <input type="checkbox"/> Requires Medication <input type="checkbox"/> Disclosed Disability <input type="checkbox"/> Required Therapy/Treatment <input checked="" type="checkbox"/> Not at this time

**Living Environment**

Housing	<input checked="" type="checkbox"/>	<input type="checkbox"/> Homeless <input type="checkbox"/> Residing in Shelter <input type="checkbox"/> Facing Possible Eviction <input type="checkbox"/> Substandard Living Conditions <input checked="" type="checkbox"/> Needs Energy Assistance <input type="checkbox"/> Resides in Public Housing <input type="checkbox"/> Not at this time <input type="checkbox"/> At risk of becoming homeless
Home Life	<input type="checkbox"/>	<input type="checkbox"/> High Risk Family/Living Situation <input type="checkbox"/> Lacks Family Support System <input type="checkbox"/> Victim of Domestic Violence <input type="checkbox"/> Not at this time

Living Environment Assessment Summary:

[Spell Check](#)



### Economic Factors / Financial Situation

Credit/Financial

- Bankruptcy
- Poor Credit History/Bad Debts
- Needs Money Management Services
- Needs Consumer Credit Counseling Services
- Inability to be Bonded
- Defaulted Student Loan
- Not at this time

Economic Factors/Financial Situation Assessment:

[Spell Check](#)

### Vocational / Occupational Factors

Obsolete Work Skills

License Expired/Revoked

Union Dues in Arrears

Vocational/Occupational Factors Assessment

[Spell Check](#)

Other Assistance Received

Public Assistance	<input checked="" type="checkbox"/>	<input type="checkbox"/> Temporary Aide to Needy Families (TANF) <input checked="" type="checkbox"/> Supplemental Nutritional Assistance Program (SNAP) <input type="checkbox"/> Housing <input type="checkbox"/> SSI <input type="checkbox"/> Foster Care <input type="checkbox"/> Medicaid <input type="checkbox"/> Not at this time
Partner Services	<input type="checkbox"/>	<input type="checkbox"/> Adult Education <input type="checkbox"/> Job Corps <input type="checkbox"/> MSFW <input type="checkbox"/> Native American <input type="checkbox"/> Veterans <input type="checkbox"/> TAA <input type="checkbox"/> NAFTA/TAA <input type="checkbox"/> Vocational Education <input type="checkbox"/> Vocational Rehabilitation <input type="checkbox"/> Wagner-Peyser <input type="checkbox"/> Community Services Block Grant <input type="checkbox"/> HUD <input type="checkbox"/> Older Workers <input type="checkbox"/> Food Stamp Employment and Training Activities <input type="checkbox"/> Other

Barriers To Employment

Lacks Significant Work History	<input checked="" type="checkbox"/>	
Sporadic or Limited Work History:	<input type="checkbox"/>	
Restricted Commuting Distance:	<input type="checkbox"/>	
Restricted Work Schedule	<input type="checkbox"/>	
Unrealistic Wage	<input type="checkbox"/>	
Legal Issues	<input type="checkbox"/>	<input type="checkbox"/> Ex-Offender <input type="checkbox"/> Currently on Probation <input type="checkbox"/> Existing/Pending Workers Compensation Claims <input type="checkbox"/> Pending Court Appearances <input type="checkbox"/> Court Ordered to Pay Child Support <input type="checkbox"/> Wage Garnishment
Single Parent	<input type="checkbox"/>	
Displaced Homemaker	<input type="checkbox"/>	
Pregnant or Parenting Youth:	<input type="checkbox"/>	
Runaway Youth	<input type="checkbox"/>	
LWIA Designated Barrier	<input type="checkbox"/>	
Other (Specify in Comments)	<input type="checkbox"/>	
No Barriers to Employment/Work Readiness Issues:	<input type="checkbox"/>	

## Access Assessment

To better assist the individual, which of the following tasks are difficult to perform independently in daily life. (Must be voluntarily offered).



- Chose not to Answer
- None
- Seeing
- Hearing
- Talking
- Using hands
- Getting around
- Interacting with others
- Learning or thinking
- Other (specify)

Individual needs the following assistance for program participation or employment (select all that apply)



- Chose not to Answer
- None
- Wheelchair accessible facilities
- Other (specify)
- Assistance with writing
- Audiotaped materials
- Flexibility (e.g. in hours)
- Materials in Braille
- Materials in electronic format
- Materials in large print
- Meeting reminders
- Notetakers for regular meetings
- Personal coaching
- Scent free environment
- Screen magnifier
- Screen reader
- Interpretation (including sign language)
- Considerations for medication
- Alternative seating arrangements
- TTY/Text Display Device
- Videophone

Employment Barriers Assessment Summary:

[Spell Check](#)

- << Back
- Cancel
- Print
- Finish
- Next >>

**38. Click NEXT**

**39. Enter test scores, if additional tests given.**

**40. If not, click NEXT**

**41. Add a Referral if client is being referred to another agency for services.**

**42. Click FINISH**

**43. You will be returned to the Management Dashboard.**

**44. Scroll down to see the completed assessment.**

The screenshot shows the MOJOBS Management Dashboard. At the top, there is a navigation bar with 'Home', 'My Dashboard', 'Sign Out', 'Services for Individuals', and 'Services for Employers'. Below the navigation bar, there is a 'Quick Search' box and a 'Currently Managing' section for 'AVOCADO, GREEN' with 'Service Tracking: ON'. The main content area is titled 'Please select from the My Portfolio options listed below.' and contains three columns of menu items under the heading '[ Assist an individual | Staff Services ]'. The first column is 'My Individual Profiles' with sub-items like Personal Profile, General Information, Background, Activities, Memo, Documents, Search History Profile, Jobs, Employers, Programs, Scholarships, Occupations, Industries, Areas, Self Assessment Profile, Job Skills, Personal Skills, Workplace Skills, Soft Skills, Tools and Technology, Multiple, Communications Profile, Messages, Correspondence, Communication Templates, Career Network, Subscriptions, and Email Log. The second column is 'My Individual Plans' with sub-items like Employment Plan Profile, Résumés, Job Applications, Online Application, Virtual Recruiter, Employment Goals, Training Plan Profile, Classroom Training, Online Training, Benefits Plan Profile, Workforce Innovation and Opportunity Act (WIOA), and Trade Adjustment Assistance (TAA). The third column is 'Staff Profiles' with sub-items like General Profile, Summary, Case Notes, Activities, Documents (Staff), Case Management Profile, Case Summary, Programs, Plan, Assessments, Report Profile, Tracking, Statistics, Combined Assessment, and Labor Exchange.

### Objective Assessment Summary

#	LWIA/Region	Office Location	Program	Staff	Date	Action
426	St. Louis City	FSD Community College Partner St. Louis County	SNAP Employment and Training	FSDTrainer6, FSDTrainer6	09/18/2018	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Print</a>
640	Training Region	MU Extension St. Louis County	SNAP Employment and Training	FSDTrainer6, FSDTrainer6	10/22/2018	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Print</a>

Create Objective Assessment Summary

**\*If you would like to print the assessment, select print in the Action Column. The assessment will come up in a separate pop-up box. . It may take a little while to load the PDF. Scroll to the bottom and select the print icon.**